

# SELRES Tasks for AT, ADT, and IDTT

(Updated 02 MAR 2015)

Pre-Orders	
<input type="checkbox"/> Check for medical readiness If no, resolve with NOSC medical (HM).	MRRS
<input type="checkbox"/> Check for security clearance If no, resolve with security manager.	JPAS + 3 others
<input type="checkbox"/> Check for unliquidated travel claim If yes, member action needed.	DTS
Requirements	
<input type="checkbox"/> Find AT/ADT/IDTT opportunity	Gov Delivery via NRH
<input type="checkbox"/> Apply for opportunity <ol style="list-style-type: none"> <li>Find instructions in announcement.</li> <li>Copy the "Planned Assignment" code.</li> <li>Use this code when creating an application in NROWS.</li> <li>Modify the orders template as needed and submit.</li> </ol>	NROWS
<input type="checkbox"/> Check for orders approval If disapproved, review the "reasons for disapproval" and take appropriate action.	Email / NROWS
<input type="checkbox"/> Conduct travel arrangements <ol style="list-style-type: none"> <li>Create travel authorization with appropriate mode of transport, lodging, per diem, etc.</li> <li>Submit for CTO approval.</li> </ol> If disapproved, review the "reasons for disapproval" and take appropriate action.	DTS
Starting Orders	
<input type="checkbox"/> Endorse orders <ol style="list-style-type: none"> <li>Print orders.</li> <li>Have certifying official stamp, sign, and date orders.</li> </ol>	Analog
<input type="checkbox"/> If IDTT: Muster with an E6+ or civilian equivalent <ol style="list-style-type: none"> <li>Mustering Official (MO) prints individual muster sheet from NSIPS.</li> <li>SELRES reviews drill information, and if correct, has Unit Approving Official (UAO) sign.</li> <li>MO musters the SELRES electronically in NSIPS using EDM.</li> </ol>	Analog, supported by NSIPS

<p>□ Verify page 2 in service record</p> <ol style="list-style-type: none"> <li>1. Verify dependency data. <ol style="list-style-type: none"> <li>a. In NSIPS, click the link “Dependency Data” in the left navigation pane.</li> <li>b. If information is correct, click the “Yes” button next to “Is dependency data correct?” Check that the “Last Verification Date” field is updated to today’s date.</li> <li>c. If incorrect, print the page, make corrections on paper, send paper modifications to PSD. After PSD updates NSIPS, verify the modifications are indeed correct. If still not correct, repeat this step.</li> </ol> </li> <li>2. Verify emergency contact information. <ol style="list-style-type: none"> <li>a. In NSIPS, click the link “Emergency Contact” in the left navigation pane.</li> <li>b. If correct, no action is needed.</li> <li>c. If incorrect, print the page, make corrections on paper, send paper modifications to PSD. After PSD updates NSIPS, verify the modifications are indeed correct. If still not correct, repeat this step.</li> </ol> </li> </ol>	NSIPS
<b>Return Home</b>	
<p>□ Submit for travel pay (implies completing orders)</p> <ol style="list-style-type: none"> <li>1. In DTS, create voucher from authorization within five dates of completing travel.</li> <li>2. Enter final costs, scan and upload receipts, and submit.</li> </ol>	DTS
<p>□ Submit endorsed orders to receive Base Pay / Drill Pay</p> <ol style="list-style-type: none"> <li>1. Fax, email scanned, or deliver in-person endorsed orders to NOSC personnel. All pages must be sent, not just pages with the endorsement.</li> <li>2. Pay should occur within 14 days, as per NAVRES policy.</li> </ol>	Analog
<b>Verify Pay</b>	
<p>□ Verify deposits</p> <ol style="list-style-type: none"> <li>1. Verify travel pay. <ol style="list-style-type: none"> <li>a. In myPay at the home page, click the link “Travel Voucher Advice of Payment (AOP)”. A voucher table should appear.</li> <li>b. Look for the voucher associated with current orders. This will probably first, or most recent, voucher listed. Click the “Voucher Number” link to view more details.</li> <li>c. Verify the information in the voucher details, such as travel period, total entitlements (e.g. per diem, reimbursable expenses), and amount paid to traveler.</li> </ol> </li> <li>2. Verify Base Pay / Drill Pay. <ol style="list-style-type: none"> <li>a. In myPay at the home page, click the link “Leave and Earnings Statement (LES)”.</li> <li>b. In the LES, look in the “Entitlements” section to see the types of pay deposited. Ensure proper amounts were</li> </ol> </li> </ol>	myPay (DFAS)

deposited based on duration of duty and pay tables.	
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